

# **Foothill Transit Governing Board**

## **MINUTES**

The Special meeting of the Foothill Transit Governing Board was held Thursday, February 19, 2009, at the Foothill Transit Board Room, 2<sup>nd</sup> Floor, 100 South Vincent Avenue, West Covina.

President Peggy Delach called the meeting to order at 7:46 a.m. The following members were present, constituting a quorum of the Governing Board:

Corey Calaycay  
Robert Rodriguez  
Paula Lantz  
Emmett Badar  
Keith Hanks  
Peggy Delach  
Doug Tessitor  
Roger Chandler  
Marlen Garcia  
Richard Barakat  
John Fasana  
H. Manuel Ortiz  
Dan Kirby  
Carol Herrera  
Jeff Parriott  
Lola Storing  
Mary Su  
Michael De La Torre  
Patricia Wallach  
David Rodriguez

Staff and Guests present:

Doran Barnes, Executive Director  
Kevin McDonald, Deputy Executive Director  
Darold Pieper, General Counsel  
Ed Gill, Legal Counsel  
Lee Millen, Deputy Secretary  
LaShawn Gillespie, Director of Planning  
Andrea Urbas, Director of Facilities  
Linda Somilleda, Director of Marketing & Communications  
David Reyno, Director of Government Relations  
T.J. Nass, Fare Revenue Program Specialist

Pledge of Allegiance

President Delach led those present in the Pledge of Allegiance.

**APPROVAL OF MINUTES FOR THE SPECIAL GOVERNING BOARD MEETING OF  
OCTOBER 30, 2008**

The minutes for the Special Governing Board meeting of October 30, 2008, were approved as submitted.

Motion: Member Storing, seconded by Member De La Torre  
Abstentions: Member Fasana  
Vote: Duly carried

**PUBLIC COMMENT**

Claudia Elkins, Silver Streak bus customer, reported that on February 10, 2009, she found that her regular bus stop was re-routed to a temporary stop that didn't post a route map and weekend service schedule hours. She also experienced difficulty obtaining a transfer from the operator once she boarded the bus, and expressed her disappointment with customer service.

Doran Barnes, Executive Director, thanked Ms. Elkins for her comments and advised that LaShawn Gillespie, Director of Planning, will speak with her regarding scheduling issues at the El Monte Busway due to Caltrans closures on weekends. The farebox replacement, which is scheduled to roll out in May 2009, will rectify any transfer-bus pass problems experienced in the past.

**FY 2009 BUSINESS PLAN & BUDGET ADJUSTMENT**

Kevin McDonald, Deputy Executive Director, reported that the Economic Recovery Reinvestment Act of 2009 is projected to provide \$28.2 million in capital funding to Foothill Transit. The current language in the proposed legislation requires that Foothill Transit spend at least 50 percent of the funds allocated within 180 days. Foothill Transit will also receive \$8.5 million in funds for the purchase of ten expansion buses to supply additional service on Line 699 and the Silver Streak as part of the Los Angeles County FastLanes (formerly named HOV lanes) project. Also programmed in the Business Plan is \$1.3 million of Foothill Transit's FY 2009 Section 5307 formula share capital improvement dollars for the buyout of the leased CNG station at the agency's Pomona Operations and Maintenance facility.

Proposed projects utilizing economic recovery funds include:

- Electric bus demonstration project, projected cost - \$5.8 million
- Facility improvements, projected cost - \$6,950,000
- Seat replacement, projected cost - \$500,000
- Virtual computer servers, projected cost - \$500,000
- Miscellaneous bus cleaning/washing, projected cost - \$3,250,000

- Preventive Maintenance FY 2009, projected cost - \$5 million
- Preventive Maintenance FY 2010, projected cost - \$6.2 million

This action will result in the addition of approximately \$38.0 million to Foothill Transit's FY 2009 capital revenues, and the programming of those funds to the projects identified. Should Foothill Transit's share of Economic recovery funds be less than the anticipated \$28.2 million, only those projects that can be completed with the allocated funding will be undertaken.

In response to Member Chandler, Mr. McDonald reported that the Pomona CNG station was leased with the option to buy, but Foothill Transit chose to buy the Arcadia station instead. The lease rate is \$25 thousand a month with a \$1 million capital reinvestment paid at the end of every five years.

Ed Gill, Legal Counsel, added that per the lease agreement, Foothill Transit has the option to buy out at any time. At the time of the lease Foothill received erroneous information that overestimated the amount of CNG needed to supply their fleet.

Doran Barnes reported that the IRS notified Foothill Transit that it is eligible to receive an Excise Tax credit at the rate of \$2.5 million a year. Mr. Gill noted that at the time of lease there were no "state of the art" facilities, and having a CNG facility on-site was not common.

The budget impact to the FY 2009 Business Plan will result in the addition of approximately \$38 million to Foothill Transit's FY 2009 capital revenues, and the programming of those funds to the projects identified. Should Foothill Transit's share of Economic Recovery funds be less than the anticipated \$28.2 million, only those projects that can be completed with the allocated funding will be undertaken.

In response to Member Kirby, Mr. Barnes explained that approving the adjustment to the budget would help move the procurement process in a forward direction, however, action by the Executive Board is still required to accept bids, to make other administrative procurement decisions, and to approve contracts.

Following discussion, the Governing Board voted to approve the adjustments to the Fiscal Year 2009 Business Plan, with the following roll call vote:

Motion: Vice President De La Torre, seconded by Member Storing  
Roll Call: Ayes: Duly carried  
Noes: Member Barakat

#### **INVITATION TO THE CITY OF PASADENA TO JOIN THE FOOTHILL TRANSIT JOINT POWERS AUTHORITY (JPA) UPDATE**

David Reyno, Director of Government Relations, reported that at the Foothill Transit Annual Meeting on May 7, 2008, the Governing Board unanimously voted to extend an invitation to

the City of Pasadena to join the Foothill Transit Joint Powers Authority (JPA). In order for Pasadena to accept this invitation, all city councils for the current member cities and the County of Los Angeles must ratify its addition as a new member. A letter was forwarded to each member agency requesting comments on the addition of Pasadena as a member agency as well as the resulting structural changes to the Governing Board. A number of responses were received; all were positive.

The vote for admitting the City of Pasadena to the JPA will be placed on the May 6, 2009 Annual Meeting Agenda. Member Chandler added that one "nay" vote would nullify the effort to add the city to the Governing Board.

In response to Member Yao, Mr. Reyno explained that the only adverse comment noted is Pasadena's size and potential influence on JPA business. Mr. Barnes advised that Pasadena would have one vote as all other member cities. Member Chandler commented that as Pomona, Pasadena would be part of a Cluster, and since Foothill Transit serves Pasadena it would be prudent to include them in the JPA.

Following discussion, the Governing Board received and filed the Invitation to the City of Pasadena to join the Foothill Transit Joint Powers Authority (JPA) update.

Motion: Member Tessitor, seconded by Member Chandler  
Vote: Unanimously carried

### **FOOTHILL TRANSIT PROGRAM UPDATES**

Foothill Transit has a wide range of projects underway. Updates were provided on a number of these projects.

**1. Transit Access Pass** – T.J. Nass, Fare Revenue Program Specialist, presented an update on TAP, which is a regional program that allows the rider to switch from one transit system to another using one SMARTcard to pay for fares.

Cubic Transportation is the vendor who is providing the fareboxes for installation on the buses. Timelines were finalized with Cubic, establishing installation of SMARTcard-focused fareboxes. Installation of fareboxes should be completed by May, 2009, following the installation of the new computer network. The new network will transfer the data to the regional back office. Equipment will be installed to track farebox revenue and download ridership data, using state of the art wireless technology. It is anticipated that the system will be fully tested and functional by late April 2009. Once this is completed operator and staff support training will immediately follow to complete the installation process.

In response to Member Ortiz, Mr. Nass reported that different forms of fare media will be able to load onto a card allowing its use by the rider. For example, Metro pass fare can be downloaded onto a Foothill Transit pass.

Doran Barnes reported that the pass does not give universal access; rather, it only allows you to put different types of fare media onto one card. The rider will have to purchase the

fare from participating transit agencies in order to download them onto the card. The card works as a debit card for bus fare, and allows the rider to switch from system to system.

In response to Member Yao, President Delach advised that although the margin for error on a pass is high (40%), the rider can show the expiration date of their pass printed on the back and can still gain entry.

**2. El Monte Station Improvements** - Kevin McDonald, Deputy Executive Director, reported on the expansion of the El Monte station, which is part of the regional FastLanes project and will be built over the existing property. The development will be compatible with the already existing El Monte transit facility. It will be a two story building, with the lower level housing 17 bays supplying local service and Greyhound Bus service. The upper level will be a pre-paid zone integrated with the TAP card program. A new parking structure is part of the plan and can be used by commuters during the day. Construction is a 12-month project and will begin in December 2009, opening on time for implementation of the FastLanes. During demolition and reconstruction a 16-bay station and a temporary El Monte Transit store will be located east of the existing facility.

Doran Barnes added that a more detailed presentation with plans and designs will be available at the next Executive Board meeting in March.

**3. Line 187 Signal Priority Project** – LaShawn Gillespie, Director of Planning, reported that Foothill Transit's Line 187 carried 1.7 million riders in 2008 and is trending to exceed those numbers in 2009. Line 187 is a two-hour, one-way trip from Montclair to Pasadena. The bus signal hardware project will involve hardware installations at key intersections along the route. It will have the ability to communicate via the SmartBus global positioning system (GPS) that a bus is running late, and if so, will request priority at the intersection to facilitate timely arrivals at key bus stops.

Foothill Transit will be working with the principal cities to finalize the Memorandum of Understanding (MOU). Hardware installation will commence in early summer, followed by additional testing.

In response to Member Hanks, Ms. Gillespie reported that the technology used for the project is different than that currently employed by emergency agencies, such as the Fire Department and Sheriff's Department. Funding is from Foothill Transit via Metro monies.

**4. West Covina Park and Ride** – Andrea Ubas, Director of Facilities, reported that significant progress has been made regarding the West Covina Park and Ride facility since the last report. The environmental report and conceptual design are completed, and construction is projected for Fall 2009.

Doran Barnes added that it seems that the West Covina City Council will approve the project; however, a contrary decision can be appealed. The project has the support of the local merchants, and they are prepared to show their support at the next hearing.

**5. Community Connections** – Linda Somilleda, Director of Marketing & Communications, reported on the new tri-fold brochure Foothill Transit completed for the City of Duarte, which illustrates points of interest in the city and Foothill Transit's bus lines. The template for the booklet is transferable to other cities that Foothill Transit serves. The object of the brochure is to illustrate the convenience afforded to arrive at these points of interest using the bus line. A brochure is being designed for Baldwin Park, and the City of Pomona is being presented the idea for their consideration.

**6. Preliminary Budget Forecast for Fiscal Year 2010** – Kevin McDonald reported that Foothill Transit will end Fiscal Year 2009 with a balanced budget. Auxiliary revenues were less than anticipated because of Rose Bowl service, that had to be run as a regular service. Additional revenues derived from receipt of the Volumetric Excise Tax Credit are available. Also, savings on fuel costs savings will result in an overall budget savings of \$3.5 million.

For Fiscal Year 2010, the budget forecast shows a projected \$8 million decline in sales tax revenues. To balance the budget, half a year of the prior year's State transit funds will be used in the upcoming year, in addition to Measure R funds, the State Excise Tax Credit, and Sec. 5307 (Preventative Maintenance) funds. Conservative expenditure estimates in fuel costs show a 3% increase. However, a balanced budget is anticipated. Beyond 2010, budgets are uncertain regarding state transit assistance, sales tax revenues and Measure R. Also, service refinements will be explored, expenditures will be reduced, and fares will be reviewed.

Mr. Barnes added that the good news is that there will be no service cuts or fare increases planned for the upcoming Fiscal Year. The future is uncertain for Fiscal Year 2011, and parts of FY 2010 will be spent preparing for FY 2011. The bad news is that the STA program has been eliminated for the next five years.

Following discussion, the Governing Board received and filed the Foothill Transit Program Updates.

Motion: Member Storing, seconded by Member Chandler  
Vote: Unanimously carried

### **EXECUTIVE DIRECTOR COMMENT**

Doran Barnes invited all to the Annual Bus Rodeo at the Irwindale-Arcadia facility on February 21, 2009, at 8 am. Bus operators will be competing, and there will be an awards ceremony at 12 noon.

### **ADJOURNMENT**

There being no further business, the Governing Board adjourned at 9:00 a.m.